CAMBRIDGE ARTS | RIVER FESTIVAL

35th Cambridge River Festival
Community Table Guidelines

Greetings!!

The Cambridge Arts Council is planning its 35th *Cambridge River Festival*, **Saturday, June 7th 2014** from 12 to 6pm and ***would like to invite your organization get involved.***

As always, we are excited about producing this celebration of the arts. At the festival site, Cambridge Arts hosts a designated area for local arts and cultural organizations, community groups, and other Cambridge-based nonprofit organizations to hold small demonstrations and promote their programs and events.

The guidelines for participation are as follows:

1. Your group *must* be a ***nonprofit*** organization.
2. Space is free of charge, but you ***need to bring your own set-up including table and chairs***.
3. Your table/booth ***must be hosted*** by a live person familiar with your organization ***throughout the day*** to provide information and interact with festival-goers.
4. Due to licensing guidelines, you will ***not be allowed to sell*** anything at the festival.
5. Samples of the materials you will be distributing ***must be submitted*** with the application. We will need to review and approve all materials and promotional items prior to the festival.
6. Demonstrations are allowed but must be described in your application along with space requirements and are subject to approval.

Please note that there is always a high demand for Community Tables at the *Cambridge River Festival* and space is limited. Preference will be given to arts and cultural groups and Cambridge-based organizations. Spaces will be assigned on a first come-first serve basis.

Please return the completed form, found on the reverse of this letter, and your collateral materials to Cambridge Arts **no later than 5pm on Monday, May 5, 2014**. We will be in touch within two weeks receipt of your application (and no later than Monday, May 19th) to let you know if we have space to accommodate you.

If you have any questions, feel free to contact us at 617-349-4392 or via e-mail at CRF_Community_Tables@cambridgeMA.gov

Thank you!

Julie Barry
Director of Community Arts
Cambridge River Festival
Cambridge Arts Council
344 Broadway, 2nd FL
Cambridge MA 02139

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2014 COMMUNITY TABLE APPLICATION

ORGANIZATION

CONTACT NAME **PHONE NUMBER**

EMAIL ADDRESS

ADDRESS

CITY, STATE & POSTAL CODE

ORGANIZATION WEBSITE

Please provide a description of the organization and the proposed activity in the space provided below:

Please return this application and samples of materials to be distributed at the festival to Cambridge Arts no later than May 5, 2014.

RETURN TO:
Att: River Festival Community Tables
Cambridge Arts Council
344 Broadway, 2nd Floor
Cambridge, MA 02139